



## **Employment Opportunity FINANCE CLERK**

**TERM Position (6 months with possibility of extension)**

### **Expires: When Filled**

Reporting to the Finance Manager, the Finance Clerk will be responsible for providing a full range of office services including but not limited to:

- Dealing with public inquiries and/or complaints, whether in-person and/or phone calls, and directs to the appropriate Town personnel.
- Data entry for accounts payables, utility and tax programs, and various other spreadsheets as requested,
- Receiving payments and issuing receipts for all general, tax, utilities, and receivables accounts,
- Cash management duties including balancing of receipts and cash, along with preparing bank deposits,
- Distributing, receiving, and processing all permits and licences such as animal and business licencing, utility hook-ups, building permits, etc.

For a detailed job description visit: [www.rosthern.com/p/employment](http://www.rosthern.com/p/employment)

### **REQUIRED EXPERIENCE & QUALIFICATIONS**

- 1 (one) year of progressive experience in a financial related role or public sector accounting and proven experience and a working understanding of all Munisoft applications is an asset, however willing to train the right individual.
- Special knowledge of current financial practices includes progressive experience in budget management, financial planning, assessment services and accounting.
- Above average analytical and verbal and written communication skills along with a high attention to detail.
- Demonstrates a high level of integrity and professional conduct and is perceived as consistent, neutral and objective in business activities.
- Excellent computer skills, including advanced knowledge in Excel, Word, PowerPoint, and other Microsoft applications.
- Ability to work independently and within a team environment.
- Excellent organizational and time management skills.
- A current Criminal record check.

The starting salary range for this position is \$21.33 and will be dependent upon qualifications and experience. The Town of Rosthern is an equal opportunity employer.

**Qualified applicants should submit their resume detailing qualifications, experience and education, along with 3 references to:**

Cortney Larsen  
Chief Administrative Officer  
email: [cao@rosthern.com](mailto:cao@rosthern.com)  
Phone: (306)232-4826

We thank all applicants, but only those chosen for an interview will be contacted.

**POSITION TITLE:** FINANCE CLERK  
**REPORTS TO:** Finance Manager  
**REPORTS:** None  
**Date APPROVED:** December 2021  
**Date REVISED:** January 2025

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### PRIMARY DUTIES:

- 1) Acts as a point of contact:
  - Dealing with public inquiries and/or complaints, whether in-person and/or phone calls, and directs to the appropriate Town personnel,
  - Receives payments and issues receipts for all general, tax, utilities, and receivable accounts,
  - Processes all business and animal licences, new and/or renewals, including payments,
  - Receives applications for water/sewer hook-ups and utility final bills,
  - Distributes and receives all permit applications for such permits as building, demolition, moving, parking, driveway, signs, temporary street closures, fireworks, etc.,
  - Enter and synchronizes the Water Fill Station requests and/or payments, and
  - Inputs all required deposits (building, CMC rental, water meter, and all other required deposits) are entered into tracking spreadsheets once paid, and
  - Enters all service requests regarding concerns and/or complaints from the public in electronic software.
- 2) May update all documents and records of the Municipality, as required, such as but not limited to:
  - Contact lists,
  - Rates and fee spreadsheet; when informed by the Finance Manager or Chief Administrative Officer (CAO),
  - All office templates; less any policy documents, and
  - Office Procedure Manual.
- 3) Performs administrative and clerical support for the Finance Manager and CAO and other municipal staff as required.
- 4) Responds to straightforward water billing inquiries and provides support regarding water billing adjustments as required.
- 5) Assists in the processing of monthly utility billing, the annual assessment, and tax levy processes, including but not limited to organizing and mailing of the monthly utility bills, annual assessment notices, and annual tax notices.
- 6) Confirms, enters, and receipts all electronic payments into municipal software.
- 7) Daily balancing of receipts and cash.
- 8) Prepares and completes the cash out and bank deposit of municipal office monies for two different financial institutions.
- 9) Receipts all seasonal cash outs from Valley Aquatic Center, Recreation Programming, Curling Lounge etc.

- 10) Balances and records all petty cash and recreation floats transactions.
- 11) Enter all accounts payable vouchers, as required by the Finance Manager.
- 12) Prints, reviews, and enters all Town-owned utilities payments into spreadsheet and municipal software.
- 13) Responds to and investigates accounts receivable inquiries.
- 14) Assists the Finance Manager in all aspects of pre-authorized debit payment requests by entering into municipal software and tracking sheet.
- 15) On a monthly basis, updates statistical spreadsheets for power & energy consumption; utility and waste usage, town equipment fuel consumption, bank interest, and any other tracking spreadsheets necessary for annual budgeting.
- 16) Enters municipal tax property changes as per Saskatchewan Assessment Management Agency (SAMA) into municipal software.
- 17) Receives and prepares all tax certificates, searches, and Property Information Disclosures (PID) requested by various law offices, realtors, banking institutions, etc.
- 18) Assists with the preparation of year end documents.
- 19) May assist with the data entry for annual budgets.
- 20) Reviews, formats, edits, and manages all Town Standard Operating Procedures (SOP) documents to ensure documents maintain their integrity throughout their lifecycle. Must also provide staff with the correct versions after updating.
- 21) Processes cemetery service requests by coordinating plot and interment details. Refers interment details internally and externally and provides regulations and direction regarding the installation of monuments at the cemetery.
- 22) Assists as required in the following duties:
  - Alternatively records, maintains, and is a liaison for all incident reports, templates, spreadsheets, forms, etc. for the Rosthern Fire and Rescue department along with submitting SGI claims as needed, does process payment from SGI,
  - Updates the Town's website, social media accounts, and municipal alert system as directed by the Manager of Recreation and Community Development and/or CAO, and
  - Any data collection and entry.
- 23) Assists the Returning Officer and Deputy Returning Officer in preparation and completion of all municipal elections under *The Local Government Elections Act*.
- 24) Acts as a back-up to the Administrative Assistant with the support of management, in the event of sickness, vacation, or other leaves of absence.
- 25) Performs any other duties as may be assigned or directed by Finance Manager and/or CAO.

#### **ACCOUNTABILITY/RESPONSIBILITY AND UNIQUE POSITION REQUIREMENTS**

- 1) The work involves exposure to minor undesirable conditions such as office noise, continuous sitting and disruption, repetitive motion, and eyestrain.
- 2) Ability to balance multiple priorities, often with conflicting timelines in a fast-paced environment.
- 3) Organizational skills and high attention to detail and standards is expected with Manager,

colleagues, and in accordance with all policies and procedures of the Town.

- 4) The position requires persuasive diplomacy, courtesy, and professionalism when discussing matters either internally or externally with others as the position requires regular contact with Mayor and Council, CAO, community groups and organizations and the public.
- 5) Ensures effective communications with all staff, public, and Municipal, Provincial and Federal authorities, in addition to auditing all permit applications for accuracy, compliance with legislation, policies, procedures and restrictions, and ensuring all applications comply with development plans, zoning bylaws, *The Municipalities Act*, *The Planning and Development Act*, and any other appropriate Acts and Regulations.

**EQUIPMENT OPERATED OR USED:**

Microsoft Office Suite, Munisoft applications and all other software solutions for issue/complaint/reporting and tracking, website software, mail sorter, postage machine, check sorter, fax, phone, copier, and printer.